

## **Add User**

- Because of the automation process faculty members are not able to add user to or delete users from their courses directly. The roster of a Blackboard shell is a reflection of what is in COSMO.
- If a student is added to the roster in COSMO (INFOnline), the next morning they will appear in Blackboard.
- If a student is dropped from a course in COSMO (INFOnline), the next morning that student will disappear from the Blackboard course and will not be able to access that course.
- If a student is re-added to a course that student was previously in all work completed before the drop will reappear. Nothing will be lost.

### **Regularly enrolled students**

Students are added automatically to the course in Blackboard.

Since Blackboard is a mirror of what is in COSMO a student cannot be added to your course if s/he is not enrolled in the course in COSMO.

Also remember that the program runs each morning so the student will not appear until the morning after they are added to COSMO.

### **Students in a section that is stacked with this section**

If faculty choose to stack their classes they must remember to copy the enrollment into their "main" section often during the first few weeks of a course in order to catch students who enroll after the first copy enrollment.

More information on stacking sections in Blackboard is found under Stacking in the MATC Processes for Course and User Management section.

### **Supplementary users**

This type of user may take the form of your test student, a co-instructor, a tutor, a student completing an incomplete from a previous semester or a supervisor.

Please fill out an enroll supplementary users form to have these users enrolled in your course.